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NOVA SCOTIA

Career Guide

Adults

Education

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Career Guide Adults

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Career Guide Nova Scotia: A Guide for Adults
2006

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Introduction

Are you looking for a job?
Planning a career change?
Thinking of going back to school?

Do you need to

• choose a career? • select an education or training program? • plan a job search?

The easy-to-use Nova Scotia Career Options website can help. It describes careers and available training and is a reliable source of labour market information.

Labour Market Information

How does it fit into career planning?

The labour market is made up of employers and the workforce (people who either have a job or are looking for one).

You can use labour market information **[LMI]** to

- understand the big picture – What the job-related trends are and where jobs are likely to be found.
- learn more about specific occupations. For example, how much do nurses make, and how many are expected to be hired in the next few years?
- identify the skills and training you need to get hired.
- labour market information can help you plan for success.

Knowing about the BIG PICTURE will help you to...

Recognize opportunities

Nova Scotia's labour market is much bigger than you think. There is plenty of opportunity, but you need to know where to look and how to prepare yourself. If you are looking for work, knowing more about Nova Scotia's labour market will help you answer questions such as "Where are the jobs?" "What skills do I need to get hired?"

If you are interested in starting your own business, labour market information can tell you which business sectors are growing and which skills are in demand.

Know what skills are in demand

The workplace today has changed a great deal in the last 30, 20, and even 10 years. Employers are looking for new and different skills, even for those jobs that have been around for generations.

For example, not long ago, good mechanical skills would be enough to keep you working as an auto mechanic. Today, it's been said, the average car is more complicated than an MRI machine. Auto repair technicians often use sophisticated computers to diagnose problems. Since the customer can't see what the technician is doing, the technician will need good customer relations skills to win a customer's trust and confidence.

It's time to update the advice you got from your parents and teachers.

THEN - employers looked for

- long-term commitment
- ability to take direction
- honesty

NOW - employers look for

- flexibility
- ability to handle responsibility
- honesty

Can you think of some other skills or attributes that today's employers would look for? To stay employed in a changing labour market, you must know what employers are looking for and be open to learning and developing new skills.

Exploring occupations that interest you will help you make the right career choices.

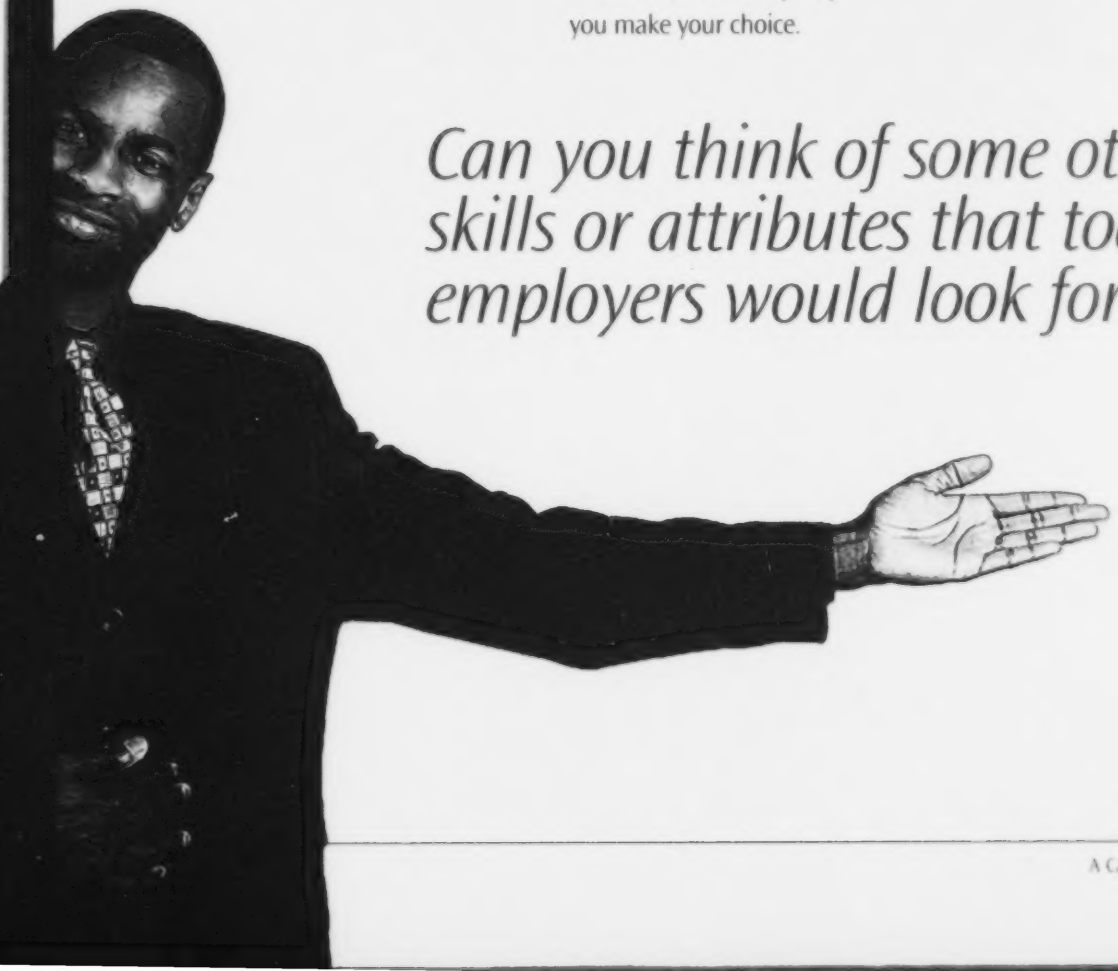
The ***Career Options*** website is an information tool, developed specifically for Nova Scotians, that can help you connect all the information you need in choosing a career:

- opportunities in the labour market
- your own interests
- the qualifications needed
- where to get training

When you complete the self-assessment quiz or use one of the search tools, you will be given a list of occupations that might match your skills and interests. We suggest that you choose several of these occupations to explore in depth.

For each occupation listed, the ***Career Options*** website describes what the work is like, the entry-level qualifications, and where to get the education or training related to the job. It will also tell you how many people work in this occupation, how much they make, and other information that may help you make your choice.

This booklet is intended for use with the ***Career Options*** website or with guidance from a career counsellor or practitioner. We hope that this information will help you take the next step on your career path.



Can you think of some other skills or attributes that today's employers would look for?

Where are the Opportunities?

More than 7,500 Nova Scotians might be expected to find jobs in any given month.

MYTHS

- You can't get a good job without a university degree.
- You have to leave Nova Scotia to get a well-paid job.
- The only real opportunities are for those with technology training or professional degrees.

FACTS

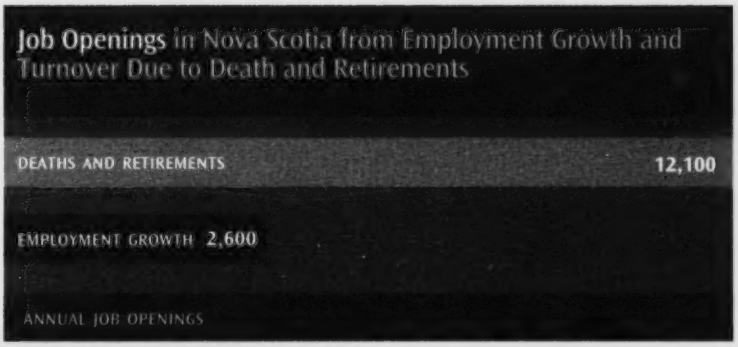
- College diploma programs and trade certification are other choices that can lead to satisfying and well-paid employment.
- Approximately 2,600 new jobs will be created in Nova Scotia in the next year. In addition, around 12,000 jobs will open due to retirements and death. This means that 14,000 to 15,000 people will be able to join Nova Scotia's workforce each year.
- Salespersons, recruitment officers, advertising consultants, teachers, social workers, healthcare workers, and mechanics are some examples of occupations that are expected to be in high demand in the next few years.

Are you trying to make a career choice?

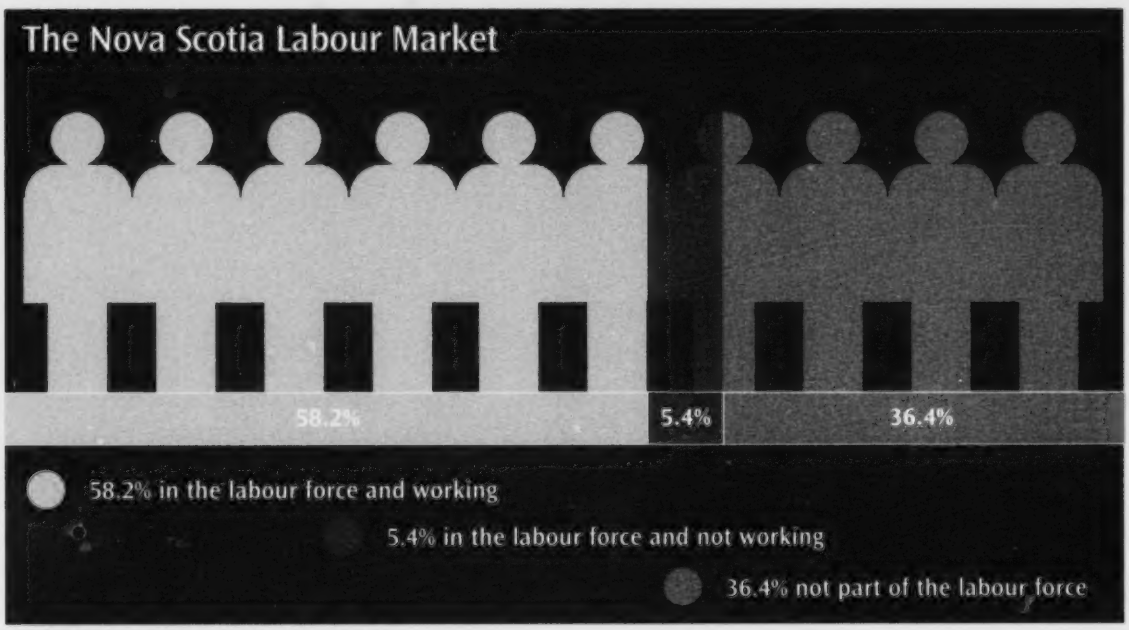
If you are, there are two important things you need to consider: what you need from a job and what employers need in an employee. This can be a challenge. You might not know what career choices would be best for you. You need to know what skills employers look for and how to develop these skills. And, just to make things challenging, Nova Scotia's labour market will continue to change.

Some jobs are in decline, others are changing drastically, and some are expected to be in high demand in the next few years.

That is why many people find themselves struggling to find success in today's labour market.


Job Openings in Nova Scotia from Employment Growth and Turnover Due to Death and Retirements
DEATHS AND RETIREMENTS
12,100
EMPLOYMENT GROWTH
2,600
ANNUAL JOB OPENINGS

Source: Service Canada/Nova Scotia Department of Education 2005


The Nova Scotia Labour Market
58.2%
5.4%
36.4%
58.2% in the labour force and working
5.4% in the labour force and not working
36.4% not part of the labour force

Source: 2005 Labour Force Survey, Statistics Canada, Age 15 and over

Total number of Nova Scotians of working age (age 15 and over) in 2005: 760,700

Who's Working?

Education is key to getting and keeping a job

As you might expect, education is a real advantage in the job market.

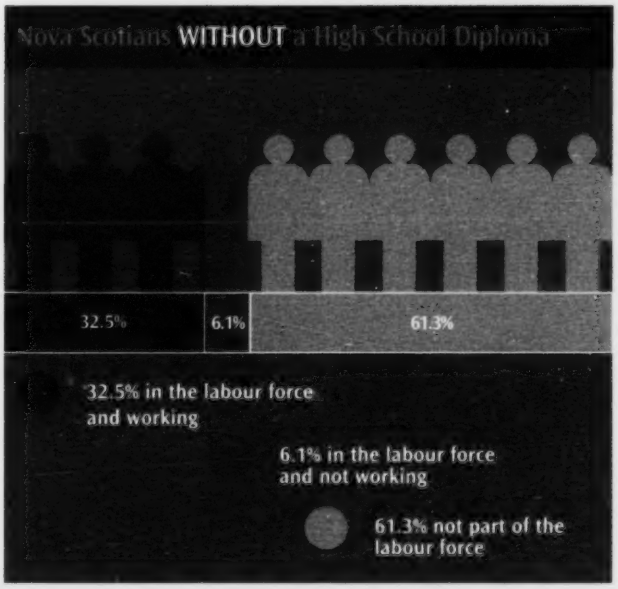
The number of jobs filled by those who had finished high school increased by about 16 percent between 1993 and 2004.

A high school diploma is becoming the basic requirement to be part of the labour force.

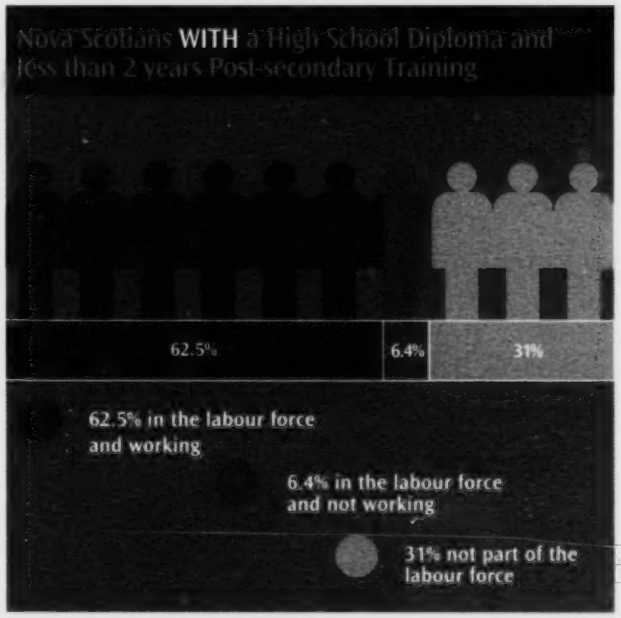
Most working-age Nova Scotians without a high school diploma are not even in the labour force. And those who are in the labour force are more likely to be unemployed.

High school dropouts had the highest rate of unemployment, around 16 percent.

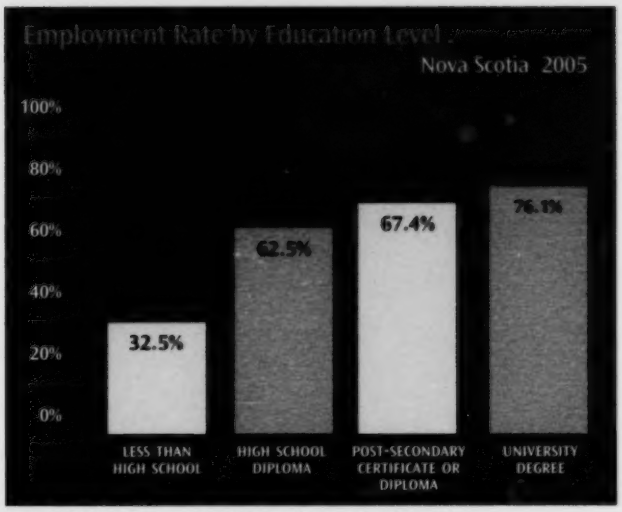
The more education you have, the more likely you are to have a job.


Nova Scotians WITHOUT a High School Diploma
32.5%
6.1%
61.3%
32.5% in the labour force and working
6.1% in the labour force and not working
61.3% not part of the labour force

Source: 2005 Labour Force Survey, Population age 15 and over, Statistics Canada


Nova Scotians WITH a High School Diploma and less than 2 years Post-secondary Training
62.5%
6.4%
31%
62.5% in the labour force and working
6.4% in the labour force and not working
31% not part of the labour force

Source: 2005 Labour Force Survey, Population age 15 and over, Statistics Canada



Source: 2005 Labour Force Survey, Population age 15 and over, Statistics Canada

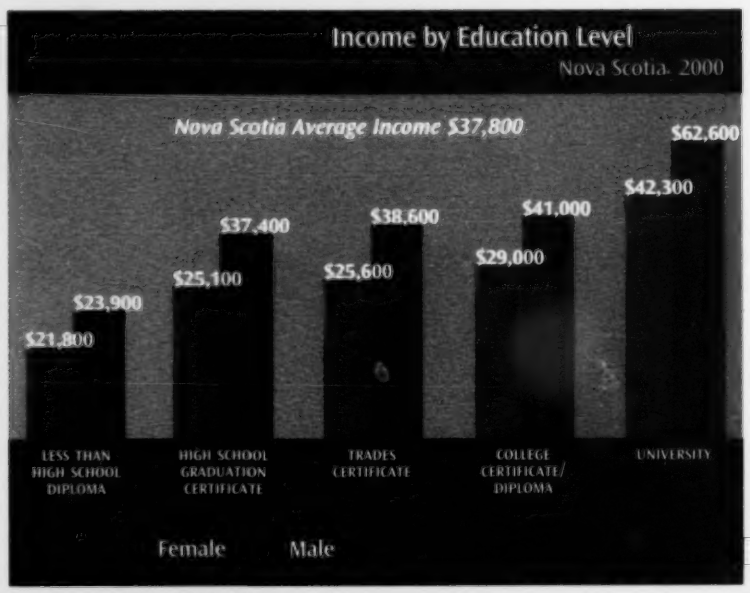
Why is education so important?

- Only 12 percent of the over 300 occupations in ***Career Options*** are open to those without a high school diploma.
- Even if an occupation doesn't require a high school diploma to do the work, many employers choose to hire only high school graduates to do these jobs.
- An employment prospect of "limited" is more than twice as common in occupations that don't require high school completion. "Limited" means that the number of job opportunities is actually shrinking.
- More than seven out of ten (73 percent) of the occupations described in the ***Career Options*** website require some form of post-high school training. These tend to be the jobs with higher pay and more opportunity.

The more education you have, the more money you are likely to make.

Women who never finished high school earn the least and they are less likely to work full-time. In 2000, the average income for all working women without a high school diploma was $12,302.

You've heard that education pays. Here's proof that it does.



Source: Census of Canada, Statistics Canada

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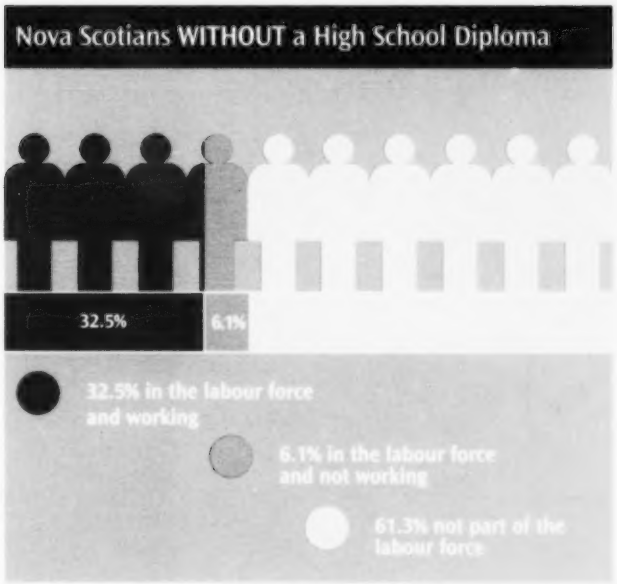
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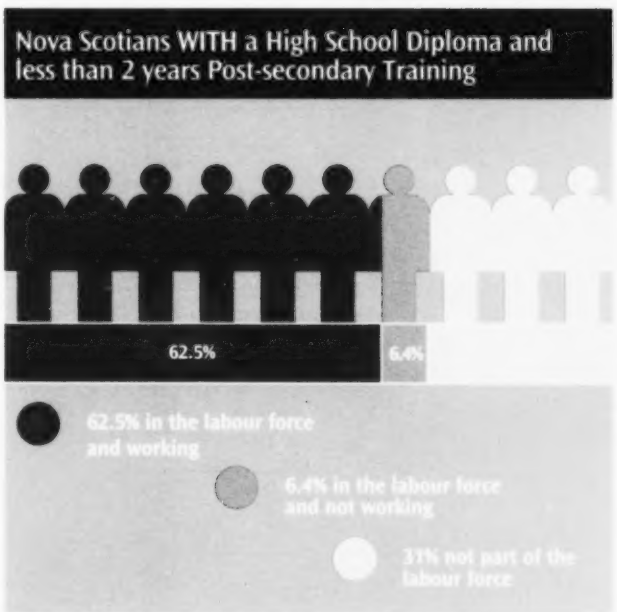
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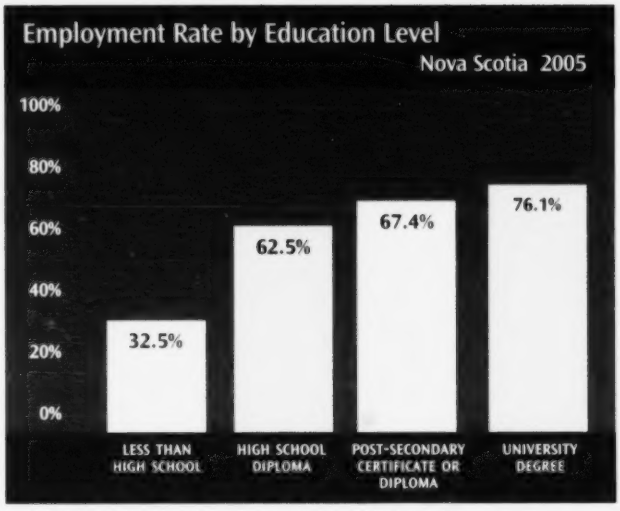

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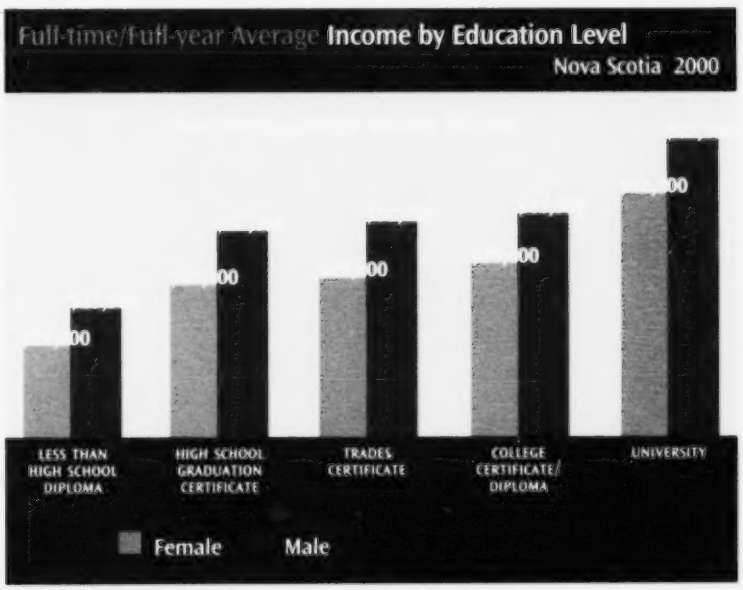


Employment rates vary across the province

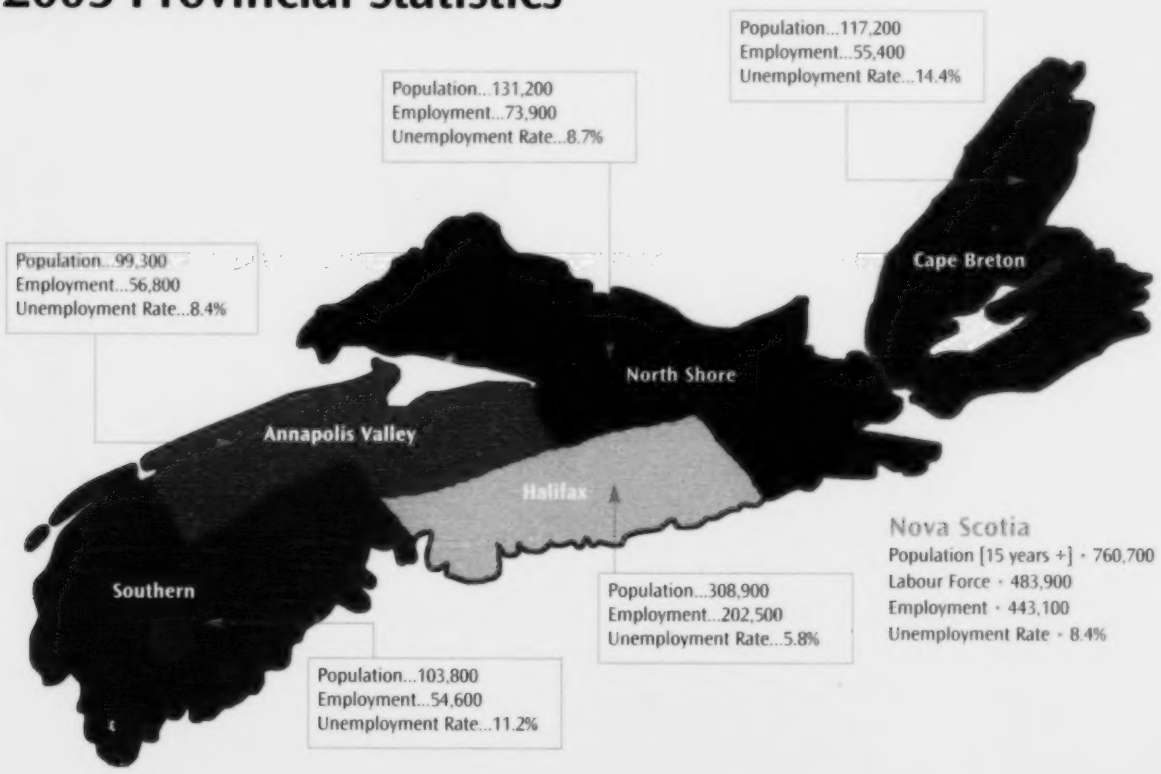
Most job opportunities are in the Halifax region, which accounts for about 46 percent of the jobs in Nova Scotia.

Unemployment rates are quite high in Cape Breton, low in the Halifax region, and in between these two extremes in other parts of the province.

As you research careers on the ***Career Options*** website, check the "Where Employed" section under "Labour Market Information." You will find that some jobs match the population distribution across the province and others are concentrated in Halifax or other areas.

The more education you have, the more likely you are to have a job.

2005 Provincial Statistics



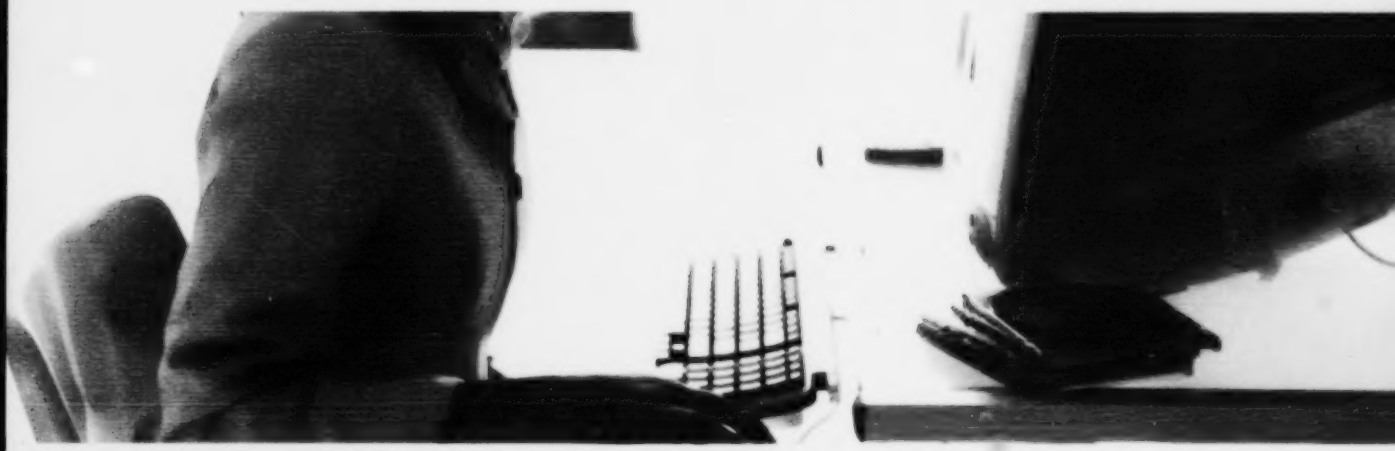
Source: Labour Force Survey, Statistics Canada

Linda's Story

It's never too late to follow your dream! Linda Oickle left school in 1969, after completing Grade 11. She worked at various jobs in Nova Scotia before finally moving to Ontario, where she eventually taught English as a Second Language.

After moving back to Nova Scotia two years ago, Linda found that without a high school diploma she was unemployable. Although she had years of experience, without grade 12, many employers wouldn't even take her application. A counselor at CareerWorks suggested she finish high school through the Adult Learning Program.

Lab report. But she quickly learned how to use and apply her research and writing skills and was the top student of her graduating class. While developing academic skills, her artistic career was beginning to bear fruit. She has had six shows and sold several drawings, two of which hang in a Senate office in Ottawa. Her teachers were supportive and encouraged her



Around the same time, Linda rediscovered drawing, a passion she left behind when she stopped being a student thirty-five years ago.

In 2004, Linda decided to finish high school through the Nova Scotia School for Adult Learning. At first it was a little intimidating. She didn't even know how to write a Science

to consider a career direction that would allow her to use and develop her talent. Fascinated by a Community College Test Drive, she enrolled in the diploma program in Digital Animation. With just over a year to go in her program, she is considering career opportunities in Europe and across North America.

What Skills do Most Employers look for?

Employability Skills

The Conference Board of Canada worked with employers and business-owners to identify the "critical skills you need in the workplace." This set of skills is known as Employability Skills 2000+.

In a nutshell, the Conference Board of Canada's list of Employability Skills are Academic Skills, Personal Management Skills, and Teamwork Skills.

Academic Skills

Those skills that provide the basic foundation to get, keep, and progress on a job and to achieve the best results. These skills can be developed in high school and post-secondary education.

Communicate

- *Keywords:* understand, listen, speak, comprehend, read, write

Think

- *Keywords:* logical, evaluate, problem-solving, decision-making, mathematics, technology, instruments, tools, information, research, expertise

Learn

- Continue to learn for life

Personal Management Skills:
The combination of skills, attitudes, and behaviours required to get, keep, and progress on a job and to achieve the best results.

Positive attitudes and behaviours

- *Keywords:* confidence, honesty, integrity, initiative, energy

Responsibility

- *Keywords:* goal-setting, prioritizing, planning, time-management, budgeting, accountability, adaptability, creativity

Teamwork Skills
Those skills needed to work with others on a job and to achieve the best results.

- *Keywords:* cooperation, respect, understanding, flexibility

A copy of the complete list of Employability Skills is available in the back of this booklet.

Most of these skills are not skills you necessarily have to learn in school or from a course. When looking for work, it's important to be able to demonstrate that you have "personal management" and "teamwork" skills.

Essential Skills, developed by Human Resources and Skills Development Canada (HRSDC), is based on different levels of nine essential skills: reading text, document use, numeracy, writing, oral communication, working with others, continuous learning, thinking skills, and computer use.

The ***Essential Skills*** website (Google: Essential Skills HRSDC) lists skills required by a large number of occupations.

Communicate Think Learn

Positive Attitudes and Behaviours

Responsibility

Teamwork

More on "Academic Skills"

The evidence shows that workers with post-secondary training do have an advantage in the labour market. Depending on the job, post-secondary training can mean "book smarts," business or technical know-how, or a skilled trade. More often these days, employers need people with specialized skills and knowledge and usually want more than a high school diploma. They are looking for employees with a diploma or certificate from an apprenticeship program or college, or a university degree. The demand for these skills is growing.

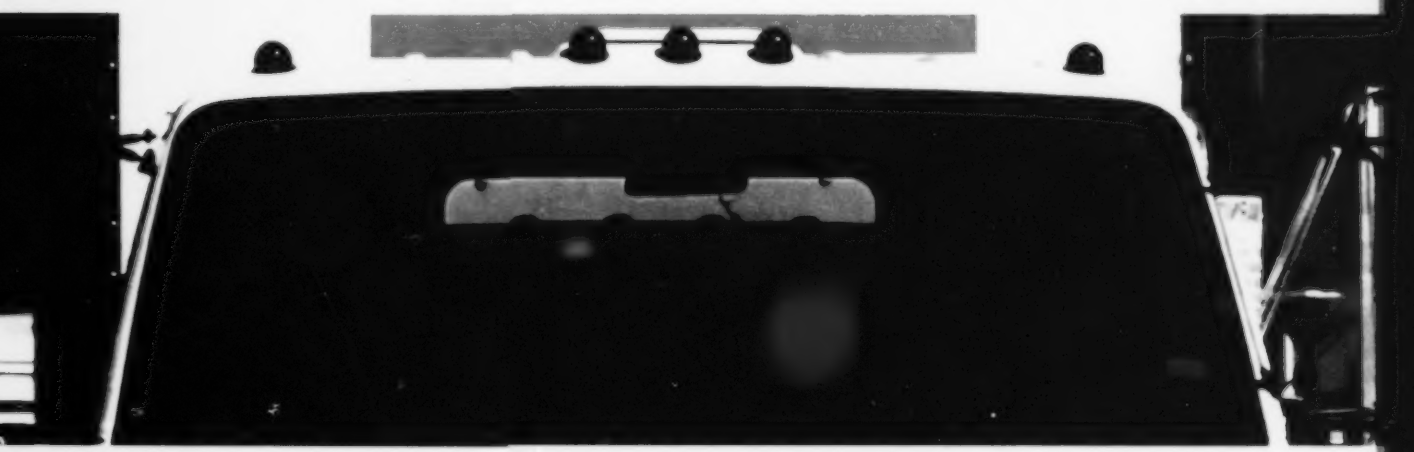
Since 1993, the number of jobs filled by graduates of post-secondary education has increased by 44 percent.

Ben's Story

Ben left school in grade 10 and spent many years working for a small moving and trucking company. After he hurt his back, he could no longer lift heavy objects or drive for long periods of time.

Ben knows that getting his high school diploma will significantly increase his chances of getting work. However, he feels discouraged. He's not young any more. What would he have to offer an employer, even with a diploma?

His employment counsellor asked him to describe his work skills and all he could come up with was driving and carrying heavy loads. Then his counsellor asked him to think about the Employability Skills described by the Conference Board of Canada. He was asked to pick a few skills, describe how well he had demonstrated these skills and how he might build these skills in the near future.



This is what Ben came up with

Skills	What I demonstrated in my old job	How I can build these skills
Teamwork Skills	• Often worked with one or two other guys in getting a job done. • Trained new workers in how to handle the work and the best way to do things. • Made sure deliveries were made on time and moves were on schedule. • Asked boss for advice on serious problems.	• Used to do volunteer work for community groups before I hurt my back. I could offer to help out in other ways and build teamwork skills while working with other volunteers.
Personal Management Skills	• Took pride in work. • Reliable, showed up every day. • Stayed on the job as long as needed to make sure the customer received what they were promised. • When handling other people's property, was careful to avoid loss or damage. • Planned own routes and delivery schedules.	• Continue to take pride, even without a job.
Academic Skills	• Could read manifests and packing slips. • Always willing to learn new things. Even learned to use the tracking software we got a few years ago.	• Finish high school education.

I could offer to help out in other ways and build teamwork skills...

Who's Hiring?

Today, more than three-quarters (78.9 percent) of all employment opportunities for Nova Scotians are in the service sector.

What is the service sector?

The service sector provides services to individuals or other businesses. Stores, restaurants, hotels, hospitals, trucking companies, schools, banks, computer firms, insurance companies, gyms, and government offices are all examples of employers who are in the business of providing services.

There are also opportunities in goods-producing industries

Our goods-producing industries (manufacturing, pulp and paper, and construction) are also important. About 21 percent of Nova Scotians work for these employers.

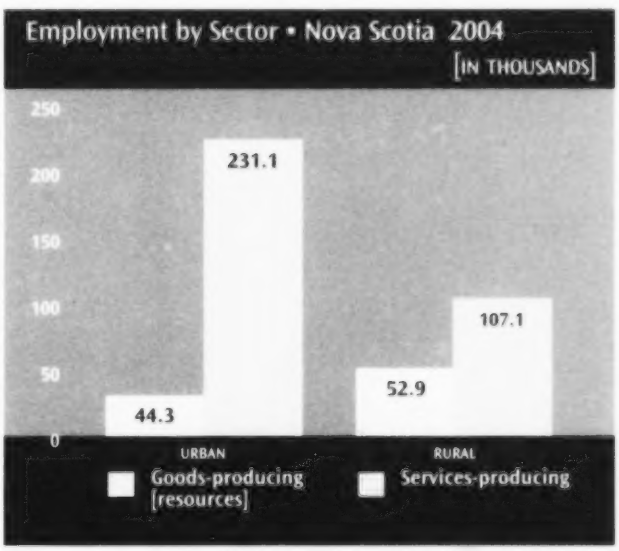
Goods-producing industries also include Nova Scotia's traditional industries of farming, fishing, logging, and mining. These are all in the resource sector. Today, less than 5 percent of Nova Scotians are able to find jobs in the resource sector.

Are you surprised?

While most Nova Scotians are employed in services-producing industries, job opportunities across these industries are not evenly distributed across the province. Take a look at this graph.

All over the world, people and jobs are shifting to major urban areas. This trend is reflected in Nova Scotia's labour market. The Halifax region now accounts for nearly half (45 percent) of the jobs in Nova Scotia. As the service sector continues to grow, we can expect this trend to continue.

With the service sector forming such a large part of the economy, you know that customer service, teamwork, and interpersonal skills will be in high demand.



Source: Labour Force Survey, Statistics Canada

Note: An urban area is defined as a city or town of at least 10,000 people and its surrounding areas. In Nova Scotia, these include the Halifax Regional Municipality, Cape Breton Regional Municipality, New Glasgow, Truro, and Kentville.

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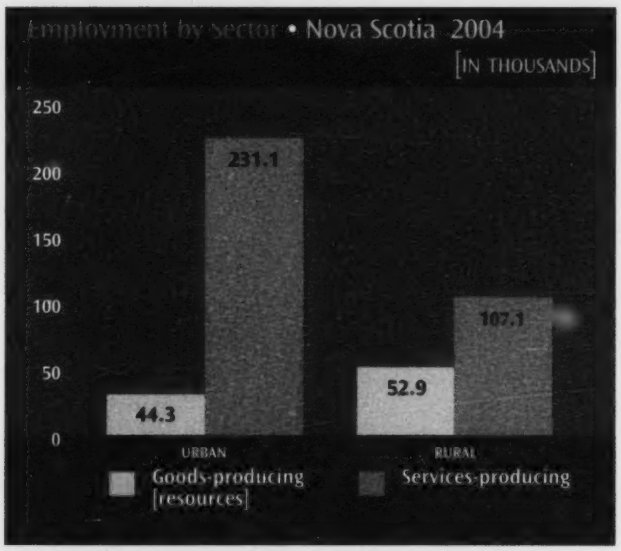

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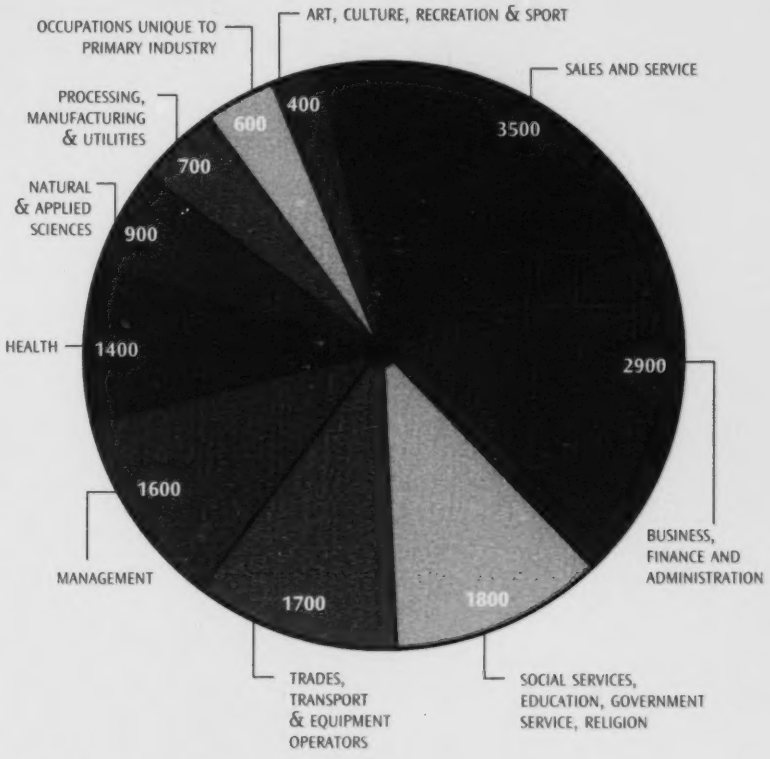
You will likely face some real challenges if you are looking for work in a particular small community. So, should you pack up and move to the city? Not necessarily. There are opportunities in rural and small-town Nova Scotia, especially if you are willing to travel or relocate elsewhere in the province.

Many service-related jobs, for example occupations in the banking and financial sector, are concentrated in the Halifax area. Other occupations are more evenly distributed throughout the province. If you are planning a career or a career change, the ***Career Options*** website can help you identify where the opportunities are.

What kind of work are people getting hired to do?



Source: Service Canada/Nova Scotia Department of Education 2005

What do these trends mean for you?

There is plenty of opportunity for any Nova Scotian who understands these basic trends and plans accordingly.

- Education is essential for success in today's workforce. Chapter 3, Building Your Skills (pages 32-41), will tell you how to get the education and training you need.
- In a service-oriented economy, good personal skills are essential. These skills can be learned through life and work experience.
- These trends reflect on-going change in Nova Scotia's labour market. Willingness and ability to adapt to change is another essential skill.

The Next Step

Now that you have an idea of the opportunities in the Nova Scotian labour market, the next chapter, "Career Exploration and Planning," will discuss how to match your interests and needs with the opportunities available.

Career Exploration and Planning

Your Path

Not sure what occupation is right for you?

This chapter, along with the ***Career Options*** website, can help you make informed decisions, provide you with a list of options, and enable you to find work that is a good fit for you.

When you complete a self-assessment quiz or use one of the search tools, you will be given a list of occupations that you might like to investigate.

For each occupation listed, the ***Career Options*** website describes what the work is like, the entry-level qualifications, and where to get the education or training related to the job.

It will also tell you how many people work in this occupation, how much they make, and other information that may help you make your choice.

This booklet is intended for use with the ***Career Options*** website or when working with a career counselor to help you develop your personal career plan. We hope that this information will help you take the next step on your career path.

Career Planning – What is it?

Career planning is a process. Begin by identifying your skills, interests, and other personal factors. Next, explore opportunities. Then use what you learn to choose an occupation that is a good match. Career planning is a life-long process of preparing to make not one, but many decisions. Making informed decisions, setting short and long-term goals, and taking the steps to achieve these goals will provide you with a road map for a successful career.

The process of career exploration and planning includes the following steps:

Step 1
Know Yourself

Step 2
Know What's Out There

Step 3
Make an Informed Decision – Assess Your Idea

Step 4
Create an Action Plan – How To Get There

To find work you will need to begin by learning more about your values, interests, and skills. Once you have established your values, interests, and skills (*Know Yourself*) the next step is learning how you can use them to find work. You will want to *Know What's Out There* that you would like to do. Next you will need to set some goals and make a list of action steps to achieve them.

Know Yourself
Know What's Out There
Make an Informed Decision
Action Plan

Step 1
Know Yourself

The first step in career exploration is discovering who you are. You do that by identifying your values, interests, and skills. This information will give you a foundation for making your career and life decisions. You need to know what you want in your work and life, and what you have to offer a prospective employer.

Ask yourself

- What's important to me?
- What do I do well?
- What skills have I developed?
- What type of work environment would I like to be in?

The constantly changing work world means that you must continually ensure your "marketability." By going through the process of identifying your skills, aptitudes, and abilities you will

- have a better understanding of what you have to offer potential employers
- recognize your own strengths and preferences

Are you ready to take on a new challenge?

You have many details to think about. Motivation and ability are really important, but consider the following as well:

- Is your family supportive?
- Do you struggle with addiction or other health issues?
- Do you have reliable child-care?
- Do you have a place where you can study or get a good night's sleep?
- Do you have the transportation to get to school or work every day?

These are examples of issues that can make it hard to complete courses or succeed in a job. But as this real-life story shows, you can find ways to deal with these issues and reach your goals.

You need to know what you want in your work and life, and what you have to offer a prospective employer.

Krissy's Story

Krissy d'Entremont decided to finish high school through the Adult Learning Program. She found school challenging. Having left school in grade eight, she recalls that she did not even know what algebra was!

She was just getting settled in her school routine when life threw her a curve. She was pregnant. As her pregnancy progressed, keeping up at school become even more difficult.

According to Krissy, "The flexibility the program provided around my appointments, sick days and other obstacles helped me to continue when I thought I might not be able to. The faculty were supportive and helpful to me during this challenging time."

At one point during her studies she had to move and found the commute difficult because she did not have reliable transportation. She thought about quitting and went to Student Services for advice. They helped her stay in school and get to the campus on a regular basis. She received good advice that helped her move closer to the campus. This made it much easier to continue her studies.

A high point was a congratulatory letter from the Academic Chair regarding her commitment to the program. Krissy felt it motivated her to finish Level III and move on to Level IV.

Level IV turned out to be a lot of work. She had to juggle the demands at school with her responsibilities as the mother of a young son. But she was determined that she was going to walk across the stage and receive her diploma. Krissy reached her goal because of her dedication, motivation, and her desire to succeed. She recognized when she needed help and was willing to ask for the support when needed. Her success has given her the confidence to move on to post-secondary studies.

Story courtesy NSCC

Interests and Passions

An interest is anything you enjoy and are constantly curious to learn more about. A passion is something you love to do, explore, or learn about.

Examples: an interest in hockey trivia; a passion for baking.

Personal interests and passions can be signposts to lead you to future job, career, or business ideas. If you aren't sure what your interests are, you might find that completing an interest inventory is a helpful guide. Interest inventories or checklists are available on-line at the ***Career Options*** website and others are available through a career practitioner or Career Resource Centre (CRC).

For Example...

Building a Career on Interests

Josie has an interest in hockey trivia, and she works in a hotel doing seasonal housekeeping work. A friend suggested that Josie apply for a job at a local sports equipment store, but Josie had no retail sales experience. The friend said it was still worth a try. Josie spoke to the owner of the store. The fact that she was familiar with the game, was interested in equipment, and could speak easily and well about all aspects of the game was enough for the owner to offer her sales training. Josie now works year-round in a field she loves.

Building a Career Around Your Passion

Martin loves to bake specialty items, such as small pastries and holiday treats from many cultures. Martin is not interested in working in a store bakery, but prefers to work from his own beautiful kitchen. A chance meeting with a caterer gave Martin the opportunity to work from his home and earn a good income with his passion for baking. Martin has flexible hours. This suits his lifestyle and the responsibilities he shares for his two young children.

Values

A value is something about which you feel strongly, that goes to the core of who you are. Examples of values include commitment to family, fairness, generosity, honesty, and friendship.

If you search for work that is a good fit with your values, you are more likely to find meaning and enjoyment in the work you do. If the work is not a good fit with your values, you may feel frustrated, anxious, or that something is wrong with you.

For Example...

Using Your Values When Making Decisions

Joe values time spent with his family, participating in sports and other activities with his son. He has a good job working for a local trucking company, but is thinking about doing long-haul trucking. Discussion with his family makes Joe realize that, while he might make a little more money, he would sacrifice the time he spends with his son. This is a value conflict. Joe decided that he would not be happy giving less time to his family and friends. He stayed with his current job. He may reconsider long-haul trucking when his son is older.

There is a Work Values Quiz available at "Explore Your Interests" at ***novascotiacareeroptions.ca.***

Others are available through a career practitioner or at a Career Resource Centre [CRC]. The career practitioner at your local CRC is a valuable resource to help you understand the checklists and tools, and use them effectively in your career planning.

Defining Your Career Values Activity

CareerOptions NOVA SCOTIA

novascotiacareeroptions.ca.

Try this values exercise as a starting point for determining some of your values as they relate to work. An example has been given to help you get started.

See how many answers you can come up with for each of these questions.

What do I need from a job?	What do I enjoy doing or do well?	What don't I like in a job?
9 to 5 so I can care for my children	Bookkeeping	Endless repetition of tasks with no point
Variety of tasks	Reception duties	Shift work
$10/hour minimum	Helping people	Traveling away from home

Now go to the ***Career Options*** website and click on "keyword search" in "Search Careers". Search the website using phrases and words you came up with in the middle column of the chart above.

Were there any occupations that appeared during your search that you think might be right for you? Why or why not?

Would you consider starting your own business?

- *Are you an opportunity-taker?*
- *Looking for a challenge?*
- *Motivated and enthusiastic?*
- *Got an idea for a product or service?*
- *Do you dream about running your own business?*

Who are the self-employed?

Some people choose an occupation that offers the option of self-employment. The self-employed may be professionals, such as accountants or lawyers; tradespersons, such as carpenters or plumbers; providers of services to business, such as bookkeepers or consultants; or artists, such as painters or potters who produce artwork for sale in their home studio. This can be done in addition to regular employment or to support yourself when job opportunities are limited.

During the economic downturn of the 1990s, self-employment increased at a rate three times faster than that of job creation. There were up to 10,000 more self-employed in Nova Scotia. Clearly, many people use self-employment as a means to gain experience in the workforce or to keep working when jobs are scarce. Others are self-employed entirely by choice. For many people, self-employment allows them to balance work with other priorities in their life.

Nova Scotia has a long tradition of self-employed farmers, fishermen/women, and merchants. Today, there are even more opportunities to work independently or to start your own business.

For many people, self-employment allows them to balance work with other priorities in their life.

What is an entrepreneur?
If you were a carpenter, which description would fit you?

1. You are a self-employed carpenter who does small jobs for homeowners on a word-of-mouth basis. You work hard and take pride in what you do, but have no interest in taking on more work than you can do yourself.

2. You began your career as a self-employed carpenter, but you sought out and took on bigger jobs, hiring employees to help with the work. You keep on top of changes in the construction industry in Nova Scotia and are always prepared to compete for a contract. Now the company has clients throughout the Maritimes, dozens of employees, and business continues to grow.

If you choose "2", congratulations – you're an entrepreneur at heart.

What does it take to become a successful entrepreneur?
A positive attitude is one of the most important assets you can have. Determination, self-discipline, and a willingness to work hard are the keys to survival. Entrepreneurs typically demonstrate some of these traits: creativity, initiative, independence, a need to achieve, self-confidence, resourcefulness, and a willingness to take calculated risks. Successful entrepreneurs develop their leadership skills, communication skills, interpersonal skills, and problem-solving skills.

You will also need basic business skills.
Developing a successful business requires the ability to

- identify your customers and their needs
- develop products or services that meet those needs
- hire and work with good employees
- manage money

Entrepreneurs may need to convince banks, partners, or shareholders to invest the money to develop or expand their businesses. To do this, you need a business plan and the ability to explain clearly and persuasively how you expect your business to develop.

Here are a few of the many resources available for those interested in starting their own business:

Acadia Centre for Small Business and Entrepreneurship
http://acsbe.acadiau.ca

Black Business Initiative
http://www.bbi.ca

Canada/Nova Scotia Business Services Centre
http://www.cbsc.org
[click the Nova Scotia flag at the bottom of the page]

Centre for Entrepreneurship Education and Development
http://www.ceed.info

Step 2
Know What's Out There

You need to know what occupations and opportunities are out there and what employment trends may affect your career planning.

Occupational Research and Labour Market Information – Why is it important?

Once you have a list of occupations that interest you, you will need to find out more about them:

- What is the work actually like?
- What are the working conditions, hours, and wages for this job?
- What are the opportunities for getting a job in your area? Is the work seasonal, casual, full-time?
- What skills and experience are required for this job?

These questions need to be answered to help you make an informed decision. Without this information, you may find yourself in an occupation that doesn't suit your interests, values, or lifestyle. Exploring occupations and researching industries may help you discover other interest areas and opportunities you hadn't even considered.

You may want to use the Occupational Research Chart on the following page to help you find the information you need.

It is very important to research the labour market where you want to work, so that you are aware of the opportunities, outlooks, and employment trends in that area. Jobs that may be readily available in one part of the province, such as Halifax, may not exist in other regions, such as Cape Breton. Research the employers in the area to find out who is hiring employees in the occupations you are interested in and what skills and abilities they are seeking. If you know what employers are looking for, you can better prepare your "marketing tools" for your job search – your résumé, cover letter, interview, and so forth.

Occupational Research Chart

Occupation	Hint: Refer to your completed Career Values exercise on page 21
The Nature of the Work [duties and responsibilities]:	Would I like doing this? How does it fit with my interests, values, and abilities?
Skills and Experience required for this position:	What skills and experience do I have? How can I develop these skills or get experience?
Education / Training requirements:	Am I willing and able to get additional education and/or training needed?
Working Conditions [hours of work, environment, physical demands, etc.]:	How do the working conditions fit with my personal and family needs?
Wage / Salary Range [in desired location]:	How do these fit with my personal and family needs?
Future Outlook:	What are the employment opportunities in this occupation? What are the career prospects? Are there opportunities to advance?
Potential Employers:	Are these employers I would be interested in working for? Are there potential employers in the community or areas of the province where I want to work?
Additional Information:	

Occupational Research Chart

Occupation	Hint: Refer to your completed Career Values exercise on page 21
The Nature of the Work [duties and responsibilities]:	Would I like doing this? How does it fit with my interests, values, and abilities?
Skills and Experience required for this position:	What skills and experience do I have?
	How can I develop these skills or get experience?
Education / Training requirements:	Am I willing and able to get additional education and/or training needed?
Working Conditions [hours of work, environment, physical demands, etc.]:	How do the working conditions fit with my personal and family needs?
Wage / Salary Range [in desired location]:	How do these fit with my personal and family needs?
Future Outlook:	What are the employment opportunities in this occupation?
	What are the career prospects? Are there opportunities to advance?
Potential Employers:	Are these employers I would be interested in working for?
	Are there potential employers in the community or areas of the province where I want to work?
Additional Information:	

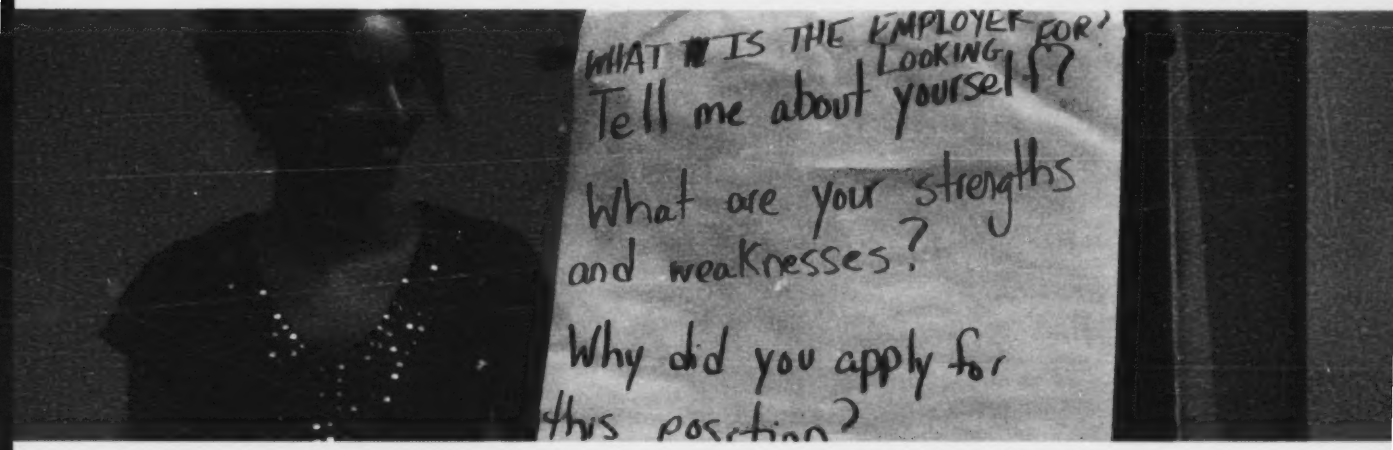
How can occupational research and labour market information help you make a career decision?

You may know of only one job that uses your skills and interests, but there could actually be several others you had never considered. Finding out what employment or business opportunities are available where you live – or areas where you are willing to work – will help you decide on the best career path for you. If you discover that the opportunities for employment or markets are low, you may want to explore other options. Occupational research and labour market information will help you see the bigger picture.

Compare your choices	Does this occupation match my interests and values?	Does this occupation match my abilities [skills and experience]?	What are the opportunities in this occupation?	What must I do to prepare for this occupation?
Occupation **A**				
Occupation **B**				
Occupation **C**				
Occupation **D**				

Step 3
Assessing your Idea — Make an Informed Decision

Now what? Once you have information about your interests, values, and skills, and have considered how they fit with the labour market research you've done, you are in a good position to make an informed decision about which career is a good match for you. When making a career decision, it's important to look at your interests and values, abilities, and opportunities.


WHAT IS THE EMPLOYER LOOKING FOR?
Tell me about yourself?
What are your strengths and weaknesses?
Why did you apply for this position?

Career choices are not always cut and dried. An experienced career practitioner can help.

Interests and Values

- Is there a fit between your career [business] idea and your values?
- Will you be motivated and enjoy this occupation?

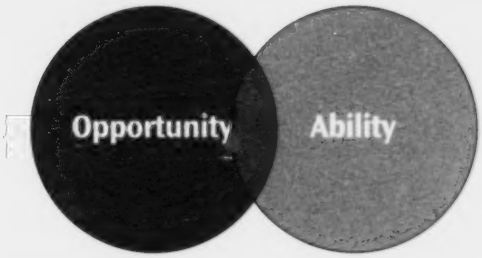
Opportunity

- Is there opportunity for employment where you want to work [or a market for your business idea]?

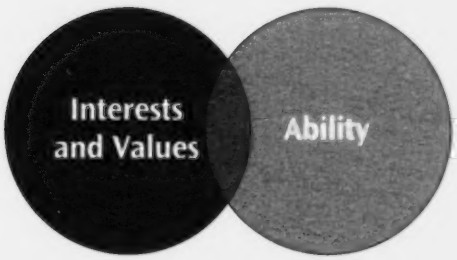
Ability

- Do you have the skills, abilities and experience required for this occupation.

Not the Best Long Term Choice

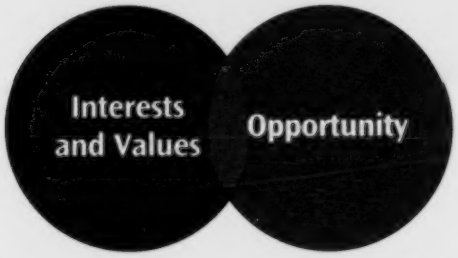


An opportunity exists and you have the skills and abilities but no interest in pursuing this path. Perhaps the path conflicts with your values or lifestyle preferences. This work may provide you with little motivation or job satisfaction.



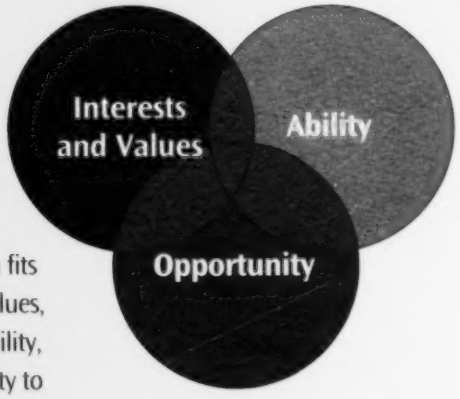
Hobby

Your interests and abilities do not connect with an opportunity. You may love what you want to do, but it doesn't have the potential to create income. You have a great hobby idea. Are you sure you've done all your research and explored all opportunities?



Skills Gap

Your interests and an opportunity are a good match but you currently have a skill gap. Formal or informal training is needed to enable you to take advantage of this opportunity. Explore options for gaining the skill[s] you require.



The Right Fit for You

This career [business] idea fits with your interests and values, you have the skills and ability, and there is an opportunity to make a reasonable income.

Career choices, of course, are not always this cut and dried. An experienced career practitioner can help. Remember, if opportunities are limited and following your heart won't pay the bills, you may need a short-term option that will allow you to balance work and your personal interests. A long-term plan can help to prepare you for an occupation that will be a better fit with your interests.

Note: to find a Career Resource Centre near you, go to page 44.

Step 4
How do you get there?
Create an Action Plan

Now that you have identified your career objectives, you will need to create a plan of action – a road map to get you where you want to go. Using what you know about your skills, abilities, and the experience required to gain employment in the occupation you've chosen, you can set long- and short-term goals to help you achieve your overall career goal. These goals should include any education, training, and experience you require, as well as your job search strategy.

Each new opportunity will open new doors and possibly create new interests.

Because life is unpredictable, our career goals will change, perhaps several times, throughout our working lives. Each new opportunity will open new doors and possibly create new interests. As we live through transitions and changes in our lives, we will need to revisit, reassess, and revise our career goals. It is important to realize that career planning includes more than "work." Community involvement, volunteering, training and education, and personal experiences are also valuable roads along your career path.

Action Planning

- What do you need to do to realize your career path?
- What action steps do you need to take?

Goal Setting

- Once you have decided on the career path you want to pursue, you need to set some clear and achievable goals to make it a reality. Consider setting goals for the day, the week, the month, 3 months (short-term goals), 1 to 2 year goals (medium-term goals) or 3 to 5 years (long-term goals).

A goal could be that you will call several learning institutions or employers in the next week to set up informational interviews. To achieve this goal you would break it down into a *"To Do" list:*

1. Find learning institutions or employers you are interested in learning more about.
2. Get the names and numbers of persons you will need to contact.
3. Set aside time to make the calls and schedule the appointments.
4. Send follow-up thank you notes.
5. Have someone to talk to and reflect on what you've learned.

ACTION PLAN			
Occupational Goal:			
HOW TO GET THERE			
Action Steps:	**When can I start?**	**When would this step be complete?**	**What do I need to successfully complete this step?** *[for example childcare, commitment to attend every class]*
•			
•			
•			
•			
•			
Investment: *[time, resources, money]*			
Resources: *[funding, services, people]*			
Notes:			

Building Your Skills
Education and Training

When it comes to doing well in school, maturity and motivation are strong advantages. Older students tend to do quite well.

Returning to School

If you did not finish high school, you have two choices to upgrade your qualifications: the Nova Scotia High School Graduation Diploma for Adults or the General Education Development Certificate. You qualify for these programs if you meet three requirements:

- are 19 years of age or older,
- have been out of public school for one full year or more, and
- do not have a high school diploma

The Nova Scotia School for Adult Learning

To earn the Nova Scotia High School Graduation Diploma for Adults, you need 12 credits. Six credits are compulsory, which means you must take them to graduate. You get to choose the remaining six credits from a number of electives. Find out more at ***http://nssal.ednet.ns.ca.***

If you already have a high school diploma but want to retake or upgrade your high school courses, you have several choices.

- **Contact your regional school board for information on classes available for adults and any costs involved**
- **Upgrading courses may also be available at NSCC campuses.**
- **Some universities have developed courses or programs for those who want to upgrade their skills before entering a degree program.**
- **High school correspondence courses are available through the Department of Education.**

When it comes to doing well in school, maturity and motivation are strong advantages.

The General Education Development Certificate [GED]

The GED is an international high school equivalency testing program for adults. It is composed of a series of five tests that evaluate skills and knowledge in the following subject areas :

- Language Arts–Reading
- Language Arts–Writing
- Mathematics
- Social Studies
- Science

Find out more at **http://ged.ednet.ns.ca.**

If your long-term plans include a university or college program, the school you plan to attend is the best source of advice on exactly what courses and programs will best prepare you for admission. Depending on the institution and the academic program you choose, you may already qualify for admission as a mature student, which recognizes maturity and work and volunteer experience.

What is the difference? Which one is best for you?

The GED Certificate is a good choice if you:

- have developed skills through work, community, family, and study experiences
- want to demonstrate that you have basic academic abilities that are equal to those of a high school student
- want to earn a high school equivalency certificate but cannot make the commitment to complete the credits needed to get the Nova Scotia High School Diploma for Adults

The GED certificate:

- may help you to gain employment
- may qualify you for a better job
- will provide personal satisfaction
- may qualify you for admission to educational and training institutions

Keep in mind that university and community college programs may require that you complete courses and credits in addition to the GED certificate for admission. The GED program may not give you the opportunity to develop the research, computer, and study skills required in many post-secondary programs.

The Nova Scotia High School Diploma for Adults is a good option if you want to:

- get a high school diploma to continue on to college or university
- upgrade your education level to advance your career
- improve your academic, study, research, and computer skills

Remember, this option could take a year or longer to complete, depending on your skills and how many high school credits you already have. Some credits may not be available in your community.

It is a good idea to talk to someone about these two options before making your choice. Refer to **http://nssal.ednet.ns.ca** for an Adult Education Coordinator in your area.

Post-secondary Training

Choosing the Right Path for You

Once you have your high school diploma, there are three main paths and no end of choices for further education and training.

College
Certificate and Diploma programs offered by the Nova Scotia Community College, Université Sainte-Anne, Cape Breton University, and a variety of private career colleges provide skills needed to fill entry-level jobs in specific occupations. These programs are typically one or two years in length and lead to a certificate or diploma.

University
Even though many jobs require a degree, as a rule university undergraduate degree programs do not focus on training for specific occupations. They aim to develop your intellectual skills and provide a broad understanding of a particular subject. These programs are typically three or four years in length and lead to a bachelor's degree.

Some people who complete their undergraduate degrees continue on to earn higher degrees.

Apprenticeship
– the "hands-on" option
Consider learning a trade by becoming a registered apprentice. Apprenticeship programs typically last for three or four years and also require that you complete a number of industry-approved technical training courses. Your work as a paid apprentice and your technical training will prepare you for the certification exam. Contact the Apprenticeship Training Division, Nova Scotia Department of Education, at ***1-800-494-5651*** for further information.

Choosing a program

In addition to the many degree programs offered by provincial universities and the certificate and diploma programs offered through the community college system, Nova Scotia has dozens of private career colleges and trade schools. There are literally hundreds of choices of certificate, diploma, and degree programs. Which one is right for you?

Deciding on an occupation may answer this question for you. Some training, like that for dental hygienist, is only available at one school in Nova Scotia. Other fields, such as computer programming or business, have many different training options.

Post-secondary education is a major investment, not only of money but of your time and energy. It will pay off if you make the right choices. Before investing your time and money in any program, it is essential to make sure that the program will provide you with the education and training that meets both your expectations and those of your future employers.

Questions to ask yourself

- Is this the training I need to help me reach my career goals?
- Am I fully prepared and ready to commit myself to completing the training?
- Am I prepared to handle the occasional setbacks and discouragement that every student or trainee experiences?

Find out what training new employees usually have and what salary to expect in your first few years of employment.

- **Call or e-mail human resource offices at companies you think you'd like to work for when you graduate.**
- **You can also contact professional organizations or trade unions. These often have informative websites.**
- **Introduce yourself to people who are doing a job you'd like to do.**

Don't rely on the advice of one or two people. Ask around. Ask your friends to ask around for you.

If you're unsure about your ability to succeed in a course you want, you may wish to explore academic upgrading options before enrolling in the program.

Questions to ask about the program

It is important is consider all the programs available to you and to ask the right questions. You will want to compare school calendars and talk to school officials and former students. Ask these questions:

- What institutions offer similar programs? How do they compare in cost, time required for completion, and overall satisfaction of graduates?
- Is there opportunity to gain hands-on work experience while enrolled in the program?
- Once you complete the program, will you be qualified to work right away? Will this training allow you to advance in your career?
- How many graduate from this program each year? How many of these graduates are working in their field? Which employers have hired graduates of this program in recent years?

Not all programs lead to a good job right after graduation: take care to choose the program you need.

Post-secondary graduates can make more money, on *average*

If you choose to invest in training for an occupation with good employment opportunities, your additional earnings (over what you could have made without the training) will ensure that training will pay for itself within a few years.

But ...

Keep in mind that people in some occupations earn incomes that are much higher than the average for post-secondary graduates, and others earn a lot less.

For example, an undergraduate university degree is an advantage in the labour market, especially for someone with skills and work experience. A new graduate, however, may not notice that much of an advantage. On the other hand, new graduates of some diploma programs can earn a higher income than the average for university graduates.

If you plan to borrow to pay for your education, you must consider your career goals and training paths with care. Not every occupation provides the same opportunities.

You need to consider the starting salary, as well as the average salary, for graduates. If you borrow a lot of money to train for an occupation with high unemployment, few new job openings, or a low starting salary, you could struggle financially for years after graduation.

Changing The way we Learn

Part-time study

An alternative that can significantly reduce your total costs and make a post-secondary education accessible is part-time study.

There is no question that there are advantages to being a full-time student. You can concentrate on your studies. You can finish your degree or diploma and, if you're lucky, be earning a graduate's salary that much sooner.

However, borrowing to fund your living expenses can double your debt-load when you graduate. As explained on the next page this can be a real problem if your salary isn't high enough to allow you to pay off your loan in five years.

Part-time study while working full-time is a good option if you

- have a job that covers your living expenses and either you don't want or don't qualify for a full-time student loan
- want to try a few courses before deciding on a career or training program
- prefer to focus on one or two courses at a time

Distance and Community Study

You may not have to leave home to learn. There are more options for distance learning than ever before: correspondence courses, on-line study, and courses at extension centres.

Universities and colleges are more likely to set up a program off-campus to meet a local demand. For example, Dalhousie University's School of Nursing offers a nursing degree program in Yarmouth and Saint Mary's University offers its Master of Business Administration program at the Cape Breton University campus.

Apprenticeship

Apprenticeship has been around for centuries. It is the original job training and certification program. It allows you to work toward certification at minimal cost and receive a reasonable income at the same time.

Unfortunately, many people tend to view apprenticeship occupations in a stereotypical way. Don't assume that the trades aren't for you just because you like cool music, reading novels, are female, or wouldn't be caught dead in a plaid shirt. The skilled trades can lead you to interesting and satisfying work, not to mention good employment and business opportunities.

Two Students Graduate with a Total Student Loan of $25,000

	$25,000 REPAID OVER 5 YEARS	$25,000 REPAID OVER 9.5 YEARS
MONTHLY PAYMENT	$517	$350
ANNUAL INCOME REQUIRED*	$41,000	$28,000
TOTAL COST OF LOAN	$31,020	$39,900

Although you have up to 9.5 years to repay your student loan, the longer you take to repay the loan, the more the loan will cost you.

** assuming 15% of gross income goes to student loan payments – after taxes and living expenses, this is the most that the majority of people can afford to pay on their loan.*

Life and Work Experience Things Keep Changing

We live in a time of tremendous change in the world economy. The world is becoming a smaller place. Technology continues to transform our jobs and our lives. It is becoming easier and cheaper to communicate and do business with people anywhere in the world. Our provincial economy is becoming more and more connected and interdependent with other economies across North America and throughout the world.

It is challenging for everyone to keep up. More and more jobs require specialized training and education and, at the same time, basic skills such as reading, math, and getting along with people are becoming increasingly important.

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Changing The way we Work

There is an increased demand for responsible employees with good judgement and problem-solving skills.

To succeed in the changing workplace, workers find they need to be flexible and take advantage of every opportunity to enhance and build their skills.

To compete for the opportunities in our changing economy, business must be able to provide what customers want, when they want it.

The service-providing sector is the fastest-growing provider of new jobs. With the rise in occupations focussed on service, communication skills are needed to understand and meet the needs of customers and clients. More workplaces require employees with the ability to work as members of a team. There is an increased demand for responsible employees with good judgement and problem-solving skills.

How can an inexperienced person show that they can meet these requirements?

Where are the opportunities to gain experience and demonstrate your skills in this changing labour market?

Training Opportunities for Experience

Volunteer Work

Volunteering is an excellent way to meet people and learn new skills, especially people skills. You can begin to accumulate practical experience, and, if you do your work well, you may be able to use your volunteer coordinators as references when you apply for a job.

Co-operative Education Programs

If you are planning to upgrade your education, look for co-operative education programs, which alternate periods of study with paid work assignments. This option is part of many community college and university programs. It may take a little longer to complete a co-op program, but you will graduate with real-world experience and contacts with employers. Co-op experience can be especially valuable for mature students.

Work Experience Programs

Service Canada and the Nova Scotia Department of Community Services each administer a targeted wage subsidy program which help clients who qualify for the program gain work experience. If you are receiving Employment Insurance or have received benefits within the last three years, or are receiving social assistance, you should contact the appropriate office for information.

Alternative Work Arrangements

Flexible work schedules

Not every job opportunity comes as a full-time, Monday-to-Friday permanent position. Not everyone considers this the best working arrangement. There is a range of alternative work arrangements being considered by employers and employees.

There are two important reasons to think about this:

- If you are considering which career to choose, you will want to find out about the usual working arrangements for that occupation. If you want to work regular daytime hours, you should think twice before training for a career where shift-work is the norm. If security is important to you, you might not want to find yourself in a profession a common work arrangement is short-term contract work. If your career is not your only priority, you may prefer a job with flexible working hours.
- Alternative working arrangements may provide opportunities for those who are trying to get the work experience they need to qualify for the jobs they want.

About 65 percent of workers in Canada work a regular Monday-to-Friday workweek, 7 percent per cent work more than 5 days, 9 percent work fewer than 5 days, and 19 percent have variable workweeks.

Only two-thirds of workers in Nova Scotia have regular daytime schedules. About one in five works in shifts, and one in seven has irregular daytime schedules.

Part-time employment
Many people have working arrangements that are different than traditional full-time employment. For example, part-time employment in Nova Scotia has been increasing over the past two decades.

About two-thirds of part-time workers say they prefer to work part-time. Working part-time provides enough money for their needs along with the opportunity to do other things: attend school, look after their children, or pursue hobbies.

Temporary employment
Temporary employment is another work arrangement that is becoming increasingly common. Almost 18 percent of Nova Scotians work in jobs that aren't considered permanent.

About one-third of temporary jobs are seasonal. Many of these are found in agriculture, fishing, and forestry. The rest are summer jobs for students, contract or casual positions associated with short-term projects, and work with temporary employment agencies. It's easy to overlook these opportunities if you are hoping to find permanent employment.

Temporary and part-time jobs can help launch your career.

Working from home
In the last decade, major advances in telecommunication and computer technology allow many more people to work from their home. While this arrangement is common among people who are self-employed, more employees now spend all or part of their time working from their homes. Sometimes this allows for greater flexibility for the employees. They may not need to live within easy commuting distance of their employers and they may have the freedom to set their own working hours.

Patty's Story

Patty has her degree in marketing, but is disappointed with her job and her salary. She graduated with a student loan of $25,000 and earns about $25,000 per year. If you look at the table on page 37, you will see if she doesn't improve her income and increase her student loan payments, she will end up paying an extra $9,000 on her student loan. She needs to develop a career path that will allow her to move through progressively higher-paying jobs.

Patty made an appointment with a career counsellor. After a long discussion, it became apparent that Patty had made several common mistakes in her job search.

As soon as she graduated, she felt she needed to take the highest-paying job she was offered.

Her work experience before attending university was mostly clerical and office work.

Once she graduated, she tended to apply for jobs which asked for those skills that she had already used in the workplace, clerical and office management skills. She was familiar with these types of jobs, knew where to find them and did well on interviews. Because she was used to having permanent jobs with benefits before she went to university, and had a large student loan to repay, she had no interest in applying for short-term, low-paying jobs even if they provided experience in her field of study.

She had no plan in place to develop the work experience and contacts that would help her get the kind of work her degree has prepared her to do.

To qualify for long-term, well-paid jobs in her field of study, she needs experience and references demonstrating that she can actually perform jobs that are related to marketing.

Her career counsellor made the following suggestions:

- Contact friends she met in university and her favourite professors and let them know that she is looking for a chance to get some hands-on experience, even on a part-time or short-term basis.
- Offer to do marketing and promotional work on a volunteer basis for non-profit organizations.

These options will allow her to keep working, while gaining experience and preparing herself to take advantage of any opportunities that come along.

Do you have any other suggestions on how she can build her experience?

Offer to do work on a volunteer basis for non-profit organizations.

Keeping Your Balance

Career experts have identified five key elements that are a part of successful career planning and a good guide in finding work and developing a successful and satisfying career.

Change is constant

Change is constant. Nova Scotia's labour market is changing. Technology and the workplace are evolving. You, as an individual, can expect that your priorities might shift over the years. Your success and happiness may depend on your willingness to be flexible and adaptable. You may need to consider alternative working arrangements. On-going technological change will require that you regularly upgrade your skills. Once you find a job, you need to be prepared to continuously adapt to a changing workplace and labour market, as well as adjust to changes in your personal life. As your priorities change, you may want to consider applying your skills to a different career. How can you prepare yourself to meet these challenges?

Follow your heart

It is important to balance the opportunities available with what you really want to do. Right now you might be thinking, "All I want is a job, any job." But think about it. Most of us are better at things we care about. Once you get a job, you'll want to do well at it. You may feel intimidated by the idea of returning to school or changing careers, but, in the long run, those who follow their heart in their career choices tend to land on their feet when the unexpected happens.

Focus on the journey

Think about what you want to be doing in the future and what you want to be doing now to get there. Goals worth having cannot be reached overnight. It is important to understand the steps you will need to take to get where you want to be and celebrate the successful completion of every step.

Learning is ongoing

As you have seen, the choices you make about your education can have a huge impact on your labour market success. These choices can affect your ability to do the kind of work you want and to keep a job, how much money you can earn and, ultimately, the way you live your life. But learning doesn't end when you get your diploma or degree. Be aware of how our changing world affects your employer and your workplace. Take advantage of training opportunities and stay up-to-date with the latest skills.

Access your allies

The world is full of people who want you to succeed. Employers, educators, career counsellors, and friends can be a wonderful source of information on training and employment opportunities. Tell people when you feel discouraged. Share your successes and setbacks with your family and your career counsellor or instructor.

Where to go for Help

There are dozens of career resource centres in Nova Scotia. Staff at these offices will be able to help you with your career planning or refer you to organizations in the community that do career planning and can provide you with information and support to help your job search.

A list of these centres is available on page 44 and on the ***Career Options*** website. If you decide to continue your education, you may have access to counselling services provided by the school. All universities and Nova Scotia Community College campuses have offices that provide career and job search counselling.

Before you call

It can be helpful to read through this booklet first and think about an action plan, page 31. This will allow you to make the most of your call or visit.

Where to Find Career Options

Career Options is available on-line at **novascotiacareeroptions.ca**

Internet access is available at schools, public libraries, and at C@P sites. For the address of a C@P site near you, call 1-866-569-8428.

Career Options is also available as a handbook that is provided to schools.

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Resource Centres Nova Scotia

Cape Breton Region

106 Reserve Street
Glace Bay, NS B1A 4W5
T: 849-5500

PO Box 233
Ingonish, NS B0C 1K0
T: 285-2696

52 Cabot Street
Inverness, NS B0E 1N0
T: 258-3513
Satellite Office:
Chéticamp

3372 Plummer Avenue
New Waterford, NS
B1H 1Y7
T: 862-8856

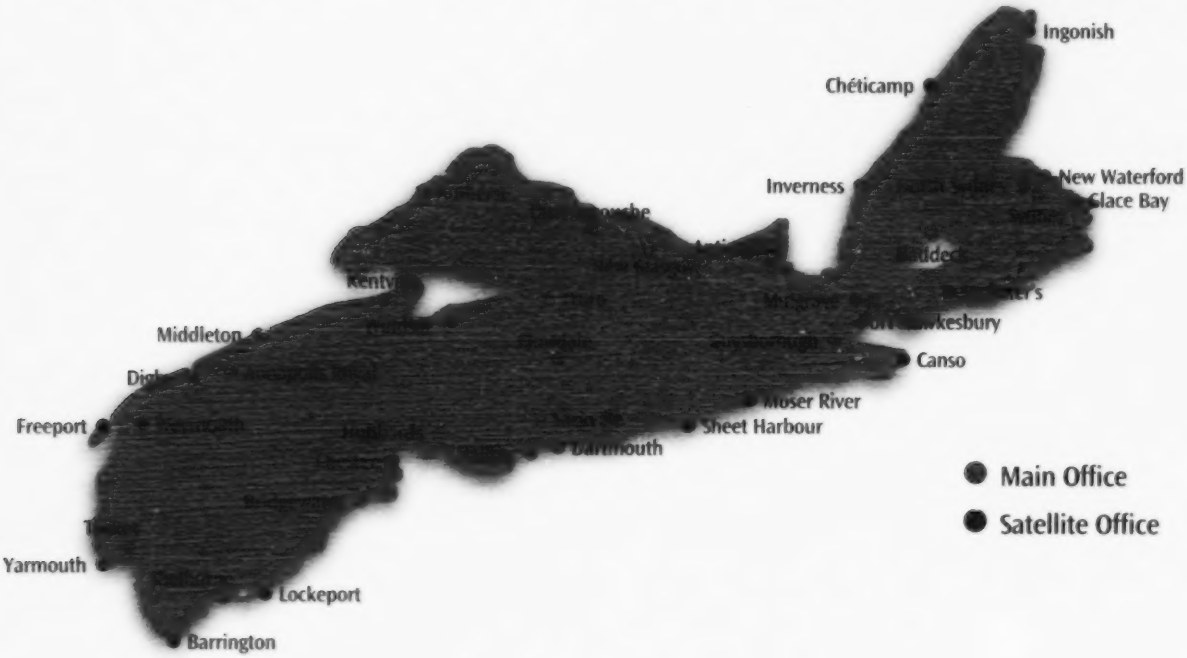
105 King Street
North Sydney, NS B2A 3S1
T: 794-7213

47 Paint Street, Unit 23 A
Port Hawkesbury, NS
B9A 3J9
T: 625-5656
Satellite Office:
St. Peters

399 Charlotte Street
Sydney, NS B1P 1E3
T: 564-9151

PO Box 386
Baddeck, NS B0E 1B0
T: 295-1649

Career Resource Centres of Nova Scotia



Cape Breton Region

GLACE BAY
YMCA Career & Employment Resource Centre
106 Reserve Street
Glace Bay, NS B1A 4W5
T: 849-5500

INGONISH
North Victoria Employment Support Services
PO Box 233
Ingonish, NS B0C 1K0
T: 285-2696

INVERNESS
Career Development Association of Inverness Richmond
52 Cabot Street
Inverness, NS B0E 1N0
T: 258-3513
Satellite Office:
Cheticamp

NEW WATERFORD
New Waterford Employment and Community Outreach Centre
3372 Plummer Avenue
New Waterford, NS
B1H 1Y7
T: 862-8856

NORTH SYDNEY
The Entrepreneurial Centre
105 King Street
North Sydney, NS B2A 3S1
T: 794-7213

PORT HAWKESBURY
Career Development Association of Inverness/Richmond
47 Paint Street, Unit 23 A
Port Hawkesbury, NS
B9A 3J9
T: 625-5656
Satellite Office:
St. Peters

SYDNEY
YMCA Career & Employment Resource Centre
399 Charlotte Street
Sydney, NS B1P 1E3
T: 564-9151

BADDECK
Baddeck IT Centre
PO Box 386
Baddeck, NS B0E 1B0
T: 295-1649

Northwestern Region

AMHERST
Amherst Career
Resource Centre
35 Church Street
Amherst, NS B4H 4A1
T: 866-667-2344

ANTIGONISH
Antigonish Career
Resource Centre
50 James Street
Antigonish, NS B2G 1R7
T: 867-1367

GUYSBOROUGH
Career and Job
Counselling Centre
PO Box 199
Guysborough, NS B0H 1N0
T: 533-2770
Satellite Offices:
Canso
Mulgrave

NEW GLASGOW
Career Connections
52 Mountain Road
New Glasgow, NS B2H 3W5
T: 752-6826

TATAMAGOUCHE
Open Doors
229 Main Street
Tatamagouche, NS
B0K 1V0
T: 657-0167

TRURO
CareerworksNova
Truro CRC
60 Lorne Street, Suite 7
Truro, NS B2N 3K3
T: 897-1196

Futureworx
80 Glenwood Drive
Truro, NS B2N 1P3
T: 895-2837

Halifax Metro Region

BEDFORD/SACKVILLE
Opportunity Place
506 Sackville Drive
Sackville, NS B4C 2R8
T: 869-3848

DARTMOUTH
YMCA Enterprise Centre
of Dartmouth
118 Wyse Road, Unit 14
Dartmouth, NS B3A 1N7
T: 461-2513

Job Search Services
51 Forest Hills Parkway,
Box 12
Dartmouth, NS B2W 6C6
T: 461-2513 ext. 226
Satellite Offices:
Conseil communataire
du Grande-Havre
Cole Harbour Place
Dartmouth North
Community Centre
Moser River
North Woodside
Community Centre
Sheet Harbour Area
Resource Centre
Waverley Community Hall
Woodlawn Library

ELMSDALE
FutureWorx Job
Search Centre
15 Commerce Court,
Suite 110
Elmsdale, NS B2S 3K5
T: 883-7010

HALIFAX
Job Junction
6950 Mumford Road
Halifax, NS B3L 4W1
T: 455-9675

YMCA Enterprise
Centre of Halifax
2178-2180
Gottingen Street
Halifax, NS B3K 3B4
T: 425-3464

Southwestern Region

ANNAPOLIS ROYAL
324 St. George Street
Annapolis Royal, NS
B0S 1A0
T: 532-0605

BRIDGEWATER
ACSBE Resource Centre
215 Dominion Street,
Suite 108
Bridgewater, NS B4V 2K7
T: 543-1067

CHESTER
Chester Career
Resource Centre
847 Hwy 12, Room 103,
Chester Grant
Chester Basin, NS
B0J 1K0
T: 275-2708

DIGBY
Digby Career
Resource Centre
PO Box 968
Digby, NS B0V 1A0
T: 245-7443

HUBBARDS
Job Depot
PO Box 398
Hubbards, NS B0J 1T0
T: 858-5627

KENTVILLE
Kentville Career
Resource Centre
326 Main Street
Kentville, NS B4N 1K6
T: 679-7462

MIDDLETON
Job Resource Centre
295 Commercial Street
Middleton, NS B0S 1P0
T: 825-2952

SHELBURNE
Shelburne Career
Resource Centre
1575 Lake Road
Shelburne, NS B0T 1W0
T: 742-0782

TUSKET
Argyle Employment
Services
Université Sainte-Anne,
Tusket Campus
Tusket, NS B0W 3M0
T: 648-0573

WINDSOR
Job Resource Centre/
Open for Business
80 Water Street, Suite 1
Windsor, NS B0N 2T0
T: 798-5627

YARMOUTH
Yarmouth Career
Resource Centre
372 Pleasant Street
Yarmouth, NS B5A 2L2
T: 742-0782

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work-whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

Fundamental Skills

The skills needed as a base for further development

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think and Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve

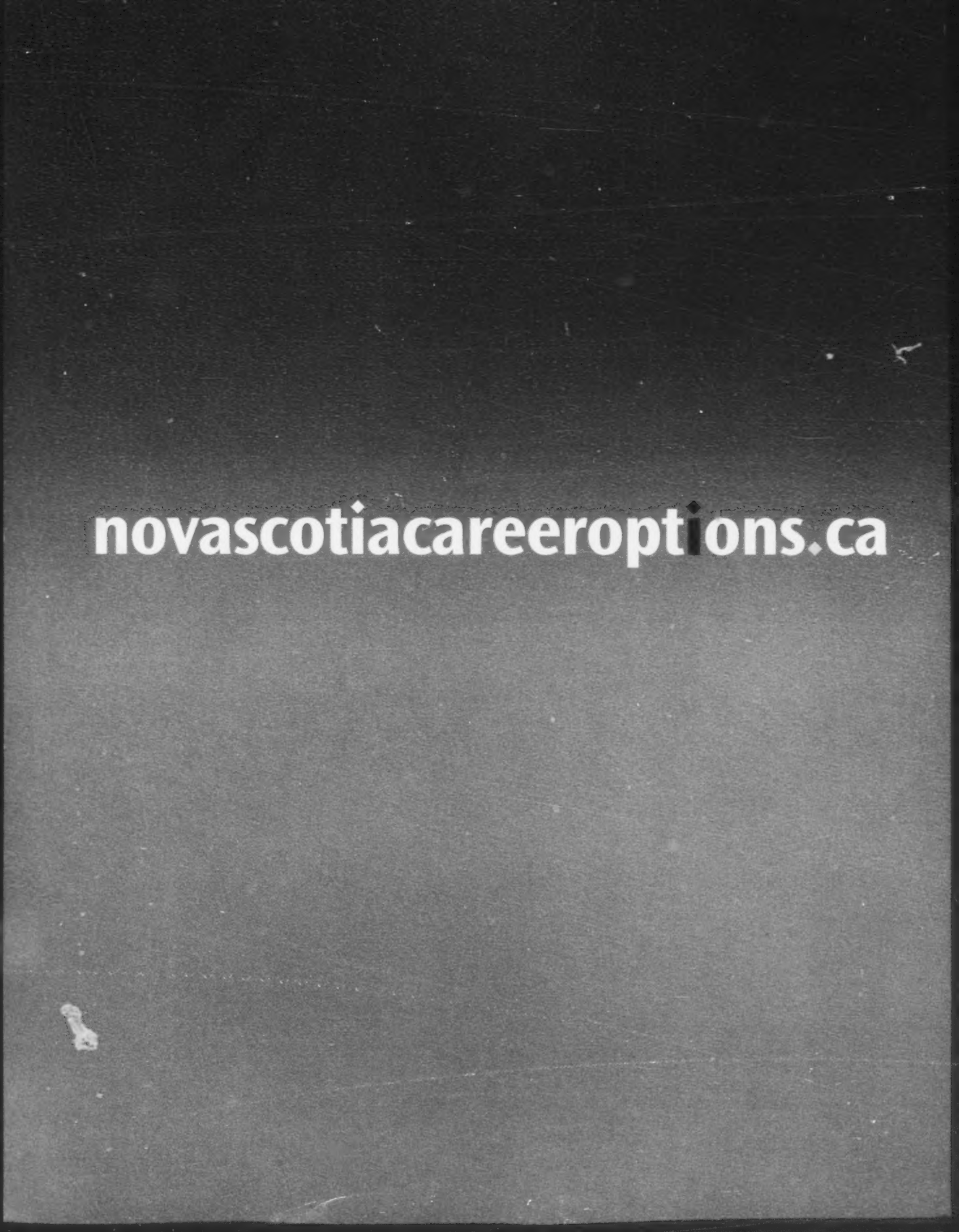
The Conference Board of Canada

255 Smyth Road, Ottawa
ON K1H 8M7 Canada
tel. (613) 526-3280
Fax (613) 526-4857

Internet: www.conferenceboard.ca/education

Employability Skills 2000 brochure 2000 E/F (Ottawa: The Conference Board of Canada, 2000)

Notes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